



## **1. INTRODUCTION**

The purpose of this Policy is to outline the requirements for use of the City of Bunbury Surf Life Saving Club Inc. Hall, Board Walk and Licensed Bar facilities by both current members and the general public.

## **2. SCOPE**

This policy covers all current members of the City of Bunbury Surf Life Saving Club Inc. and organisations and individuals of the local community.

## **3 POLICY**

- 3.1 All applications for usage of the Hall, licensed Bar, Kitchen facilities and/or Board Walk must be made through the City of Bunbury Surf Life Saving Club Office Manager.
- 3.2 All applications received by the Officer Manager will be submitted, discussed and resolved at the next scheduled meeting of the Board of Management.
- 3.3 All applications **MUST** be submitted with sufficient time to the Office Manager.
- 3.4 If an application is received outside the time framework the Office Manager will consult with the Club President and/or Director of Administration for clarification or verification
- 3.5 All persons making application to use the Hall/Board walk/Bar and/or kitchen facilities must be over 18 years or over.
- 3.6 Priority will be given to current/ financial members who have been members of the City of Bunbury Surf Life Saving Club for the past 2 consecutive seasons.
- 3.7 The hall/board walk/bar and kitchen facilities will be made available for functions that are deemed suitable by the Board of Management e.g. weddings, engagement parties, social functions, meetings for 'outside' organisations.
- 3.8 Alcohol may only be consumed on our premises when purchased through the City of Bunbury SLSC Bar. No BYO alcohol is permitted at any time – whether the Bar is open or not.



**CITY OF BUNBURY  
SURF LIFE SAVING CLUB INC.  
POLICY STATEMENT  
HALL HIRE  
POLICY**

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- 3.9 The hall/board walk/bar and/or kitchen facilities will not be made available for functions/meetings where there is a risk of underage drinking, lack of supervision, or any perceived negative repercussions on the City of Bunbury Surf Life Saving Club.
- 3.10 The Board of Management will ensure the function in the City of Bunbury Surf Life Saving hall/board walk/bar and/or kitchen facilities does not impede on the day to day running of the activities and functions of the members of the City of Bunbury SLSC.
- 3.11 The Office Manager will consult with the Club President and/or Director of Administrator should a situation arise that may require clarification or verification.
- 3.12 The Bar Manager must ensure that the guidelines set out in the City of Bunbury Surf Life Saving Club Liquor Licence are adhered to at all times. The holder of City of Bunbury Surf Life Saving Club's Liquor Licence must be consulted and appropriate document completed.
- 3.13 A Guests Book will be made available in accordance with our Liquor Licence at appropriate functions.
- 3.14 The Office Manager will keep a diary entry of all requests for bookings and confirmation of same.
- 3.15 The Office Manager is required to liaise with the club cleaner regarding bookings to ensure that the hall/board walk/bar and/or kitchen facilities are clean and that the premises will be open at the requested time.
- 3.16 The Office Manager is to invoice and receipt all monies received as a result of hiring the hall/board walk/bar and/or kitchen facilities.
- 3.17 The Board of Management at its first meeting after the Annual General Meeting will review and set the hire fee for use of the club facilities. The Board will allow for some discretion by the Office Manager regarding hiring fees in their considerations.